

REGULATION

Appointing Authority Letter Reference:	Effective Date: August 20, 2000	Index Reference:	Regulation Number: 5.11
Issuing Bureau: Human Resource Services	Rule Reference: Chapter 5 <u>Civil Service Commission Rule 5-3.7</u>		Replaces: Compensation Procedure 12
Subject: COMPENSATING EMPLOYEES OCCUPYING MULTIPLE POSITIONS			

1. PURPOSE

A. This regulation establishes the standards and procedures for compensating employees who occupy multiple positions.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

A. Rule 5-3.7 Compensation From Other State Sources

A classified employee who concurrently occupies more than one position in the state service cannot be credited with more than 80 hours in pay status for any purpose, except salary. Salary is prorated and paid by each department on the basis of time actually worked for each department.

3. STANDARDS

~~A. Definition~~ — A classified employee may concurrently occupy more than one position in the state service, in either the same or different departments.

~~B.A. Limitations~~ — An appointing authority ~~shall~~may not appoint an employee from a different department or agency to a second position without first obtaining documentation from the employee's primary ~~agency/department (agency of original hire)~~appointing authority allowing the employee to engage in supplemental employment.

~~C.B. Compensation, Longevity, and Fringe Benefits~~ — The employee ~~shall~~will be compensated by the department for those hours worked in the department.

1. ~~Employee e~~Eligibility for overtime payment ~~shall be~~is based ~~up~~on the number of hours worked by the employee for all departments combined.

2. ~~No~~An employee ~~shall~~may not be credited with more than ~~eighty~~80 hours in pay status per pay period for any ~~longevity and fringe benefit~~ purpose, except salary.

D.C. Proration — Overtime, longevity and fringe benefits for ~~permanent~~career employees occupying positions in more than one department ~~shall~~will be prorated as follows:

1. An employee occupying a full-time position plus one or more part-time or permanent-intermittent positions:
 - a. The agency for whom the employee works full-time (primary ~~agency~~/department) ~~shall~~compensates the employee at straight time rates for regularly scheduled shifts. All time that the employee works in the part-time or permanent-intermittent position ~~shall be~~is paid in accordance with overtime ~~procedures~~regulations.
 - b. The primary ~~agency~~/department for which the employee works full-time ~~shall provide~~s the complete longevity and fringe benefit package.
2. An employee occupying more than one part-time or permanent-intermittent position, but no full-time position:
 - a. If the combined total number of hours the employee is regularly scheduled to work equals or is less than 80 hours a pay period:
 - (1) The employee ~~shall be~~is paid for all regularly scheduled work hours at straight time rates. An eligible employee ~~shall be~~is paid for overtime worked in accordance with overtime ~~procedures~~regulations by the department for which the overtime is worked.
 - (2) Each appointing authority ~~shall provide~~s longevity payment and fringe benefits in proportion to the number of regularly scheduled hours in the pay period that the employee is in pay status.
 - b. If the combined total number of hours the employee is regularly scheduled to work exceeds 80 hours:
 - (1) The primary department/~~agency shall~~ compensates the employee at straight time rates. Those departments whose regular scheduling of the employee causes the employee to work in excess of 80 hours in a

pay period must compensate the employee for such hours in accordance with the overtime ~~procedures~~regulations.

(a) The employee must be compensated for any other overtime hours worked by the department for which the overtime is worked.

(2) The proration of fringe benefits and longevity ~~shall be~~is made between those departments in proportion to the number of regularly scheduled hours paid at straight time rates.

3. ~~Since leave credits are available to an employee from a personal credited account, they~~An employee's accrued leave balances may be used to the extent necessary for absence from scheduled work in ~~any~~either department or position.

~~4. Determination of longevity system—If the employee occupied two or more positions in classes in different longevity systems, employee's longevity system will be determined as follows:~~

~~a. If one position is full time, employee shall be covered by the system for that position.~~

~~b. If all positions are less than full time, the employee shall be covered by the system for the position into which the employee was hired first.~~

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 335-7862 or (517) 373-7618, or MDCS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.